

Memorandum

To: City Council
Finance Commission

CC: City Manager, City Clerk, City Treasurer and Department Heads

From: Thomas Fil, Finance Director

Date: 5/16/02

Re: Monthly Financial Report – March 2002

Please find attached the monthly financial reports.

The financial results for the period are embodied in three separate reports.

The first report is titled Performance at a Glance. This report measures performance in two important areas: General Fund balance trends and year to date revenues and expenditures on a budget to actual basis. These measurements are indicative of the City's general financial health and the ability to meet expected results. Narrative explanations are provided.

The second reports is titled Fund Recap at a Glance. This report lists all year to date revenue and expenditure activity by fund. Furthermore, a comparison to budget is provided. This report is intended to highlight economic activity at the fund level and focus attention on budgetary compliance.

The third report is titled Statement of Revenues and Expenditures - Budget Variance Report and is intended as a companion to the other reports. This report can be used to compare current month and year to date budget (i.e., what we thought we were going to receive or spend for the period) against actuals (i.e., what we really received or spent during the period) for each major revenue source and expenditure function.

Please feel free to call me at (650)595-7434, if you have any questions .

FINANCE